

Melton City Council

Environmental Health Officer

Position Description

A thriving community
where everyone belongs



1. Position details

Position	Environmental Health Officer
Classification	Band 6
Award	Melton City Council Enterprise Agreement No 9 2019
Directorate	Planning and Development
Service Unit	Community Safety

Manager Compliance	January 2020
Approved by (name)	Date Approved

Incumbent's name	Signature	Date
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2. Position objectives

- Proactively protect public health within the City of Melton administering responsibilities under the Food Act 1984, the Public Health and Wellbeing Act 2008, the Environmental Protection Act 1987 and other public health legislation.

3. Key responsibility areas

- Process applications and approvals and assist with administration of permits and premises registered with Council pursuant to relevant legislation
- Conduct inspections and take enforcement action as required to ensure compliance.
- Conduct investigations of notified infectious disease outbreaks and any nuisance complaints received.
- Generate relevant documentation and assist with initiating legal proceedings as directed in relation to breaches within areas of responsibility.
- Work with the Environmental Health team to establish positive communications with the general public and educate, promote and assist with the need for compliance with the various statutes, legislation and local laws.
- Participate in and assist with immunisation programs as required.
- Conduct Tobacco Act education visits and assist with test purchasing program as required.
- Process applications and conduct site visits relevant to on site waste water management.

4. Organisational relationships

Reports to	Environmental Health Team Leader
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none">All Council StaffResidents and RatepayersConsultantsFederal and State DepartmentsPublic AuthoritiesOther Municipalities and Health Professionals
External liaisons	

5. Accountability and extent of authority

- Provide specialist advice to the public, proprietors of registered premises, other Council staff and Government Agencies in relation to Acts and Regulations administered by the Environmental Health Unit.
- Investigate and take samples of food, drugs and other substances in accordance with the Public Health & Wellbeing Act, Food, and Tobacco Acts.
- Make recommendations to the Environmental Health Team Leader regarding enforcement and legal action.
- Enforce Council Local Laws as directed.
- Make professional recommendations to the Team Leader on Public Health and other matters relating to the key responsibility areas within this position description.
- Decisions and actions undertaken by this position may have an effect on individual clients and business, but the decisions and actions can be subject to appeal or review by more senior officers.

6. Judgement and decision making

- Accurately interpret and provide timely decisions and advice to customers in accordance with regulations and established organisational procedures and processes.
- Make decisions and influence outcomes to ensure environmental health related matters are dealt with in accordance with Council's policies.
- Administer responsibilities under the Food Act 1984 the Public Health and Wellbeing Act 2008, the Environmental Protection Act 1987 and other public health legislation.

7. Specialist skills and knowledge

- Liaise and communicate with a wide range of people.
- Diffuse conflict and show appropriate empathy whilst enforcing Council decisions.
- Knowledge of computer packages, e.g., IMPS, Excel, Authority.
- Experience in onsite waste water management systems.
- Clear understanding of the position in an organisational context including relevant policies and procedures.
- Demonstrated ability to read, understand and interpret legislation.
- Choose appropriate enforcement action to reduce and manage public health risks posed by registered premises.

8. Management skills

- Set goals and objectives and undertake projects designed to achieve chosen results.
- Manage own time in the planning of work and setting of priorities to meet timelines.
- Work with minimal supervision.

9. Interpersonal skills

- Communicate clearly and gain co-operation and assistance from the community and other Council staff.
- Well-developed written and oral communication and the ability to present as a professional Council officer in external forums.
- Discuss, negotiate and resolve problems with staff, business people, health professionals and members of the public.
- Work in a team environment and a commitment to achieving quality outcomes.

10. Qualifications and experience

- Tertiary qualifications in Environmental Health and relevant experience working as an Environmental Health Officer in local government.
- Demonstrated skills, experience and understanding in all aspects of public and environmental health issues.
- Eligibility to be a member of Environmental Health Professionals Australia Limited.
- Current Victorian Drivers Licence.
- Current working with Children's Check.

11. Key Selection Criteria

1. Tertiary qualifications in Environmental Health and relevant experience working as an Environmental Health Officer in local government.
2. Interpret and apply legislation in the conduct of duties.
3. Excellent customer service and time management skills with the ability to prioritise workloads
4. Work in a team environment and a commitment to achieving quality outcomes.
5. Demonstrated experience in negotiating outcomes and delivering outputs.
6. Highly developed written and verbal communication skills.
7. Current Victorian Drivers Licence.
8. Current Working with Children's Check.